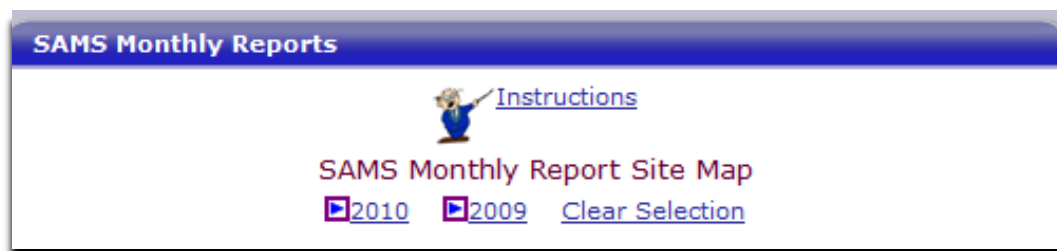## SAMS MONTHLY REPORTS

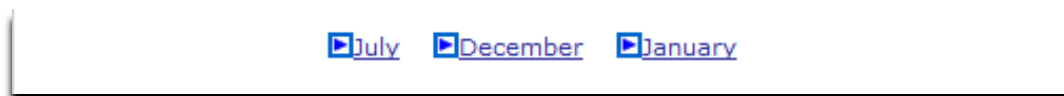## INSTRUCTIONS FOR VIEWING, PRINTING, AND DOWNLOADING

SAMS Monthly Reports are available on the Comptroller's website (www.ioc.state.il.us) as of December (accounting period 06) of fiscal year 2009. Reports are retained on the Comptroller's website for a period of two calendar years, rolling. Reports may be viewed online, printed, or downloaded. Adobe Reader (www.adobe.com) must be installed on your computer to access the reports. The following instructions are for computers using any version of the Windows operating system and any version of Internet Explorer.

THE MENU SYSTEM

1. The FY is required. Click on the FY hyperlink to select the FY for the requested report. If the wrong year is selected, you can click on the "Clear Selection" to start over.

2. The Month is also required. Click on the month corresponding to the specified report.

3. After identifying the FY and Month, the "Available Reports" heading will display what was requested.

4. After selecting a FY and Month, a list of the type of reports will be displayed. Click on the specified report.

> ▶ A613 –Summary Trial Balance by Accounting Distribution-Within Fund
> ▶ A614 –Summary Trial Balance by Fund
> ▶ SA02 –Object Expense/Expenditures by Quarter
> ▶ SB01 –Monthly Appropriations Status
> ▶ SB03 –Appropriation Transfer
> ▶ SB04 –Monthly Revenue Status
> ▶ SB05 –Cash
> ▶ SB11 –Appropriations as Amended After Transfers
> ▶ SB3B –Appropriation Transfer Report - Special Transfers
> ▶ SC14 –Agency Contract Report
> ▶ SC15 –Obligation Activity
> ▶ SE03 –Summary of Expenditures by Fund
> ▶ SE03A–Summary of Expenditures by Category and Fund
> ▶ SE04 –Summary of Expenditures by Agency and Fund
> ▶ SE04A–Summary of Expenditures by Agency, Category, and Fund
> ▶ SE05 –Detail of Expenditures by Agency, Organization, and Category
> ▶ SE06A–Summary of Expenditures for Operations by Object and Fund
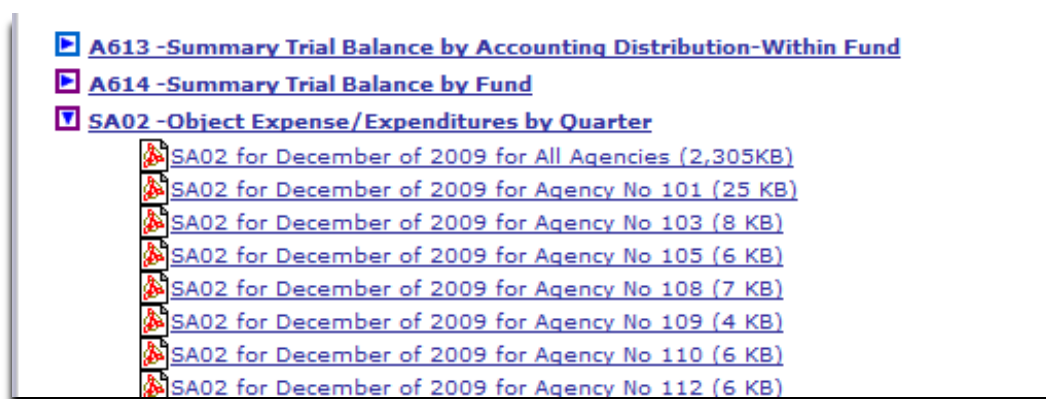
SAMS MONTHLY REPORTS

INSTRUCTIONS FOR VIEWING, PRINTING, AND DOWNLOADING

VIEW A REPORT ONLINE

1. After selecting the type of report, a list of the pdf files available for the criteria selected will be displayed. Click on the hyperlink for the report to be viewed.
   NOTE: Trouble opening a report, go to the section titled, "DOWNLOAD A COPY OF A REPORT"
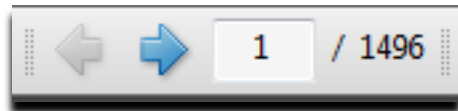

2. View the report

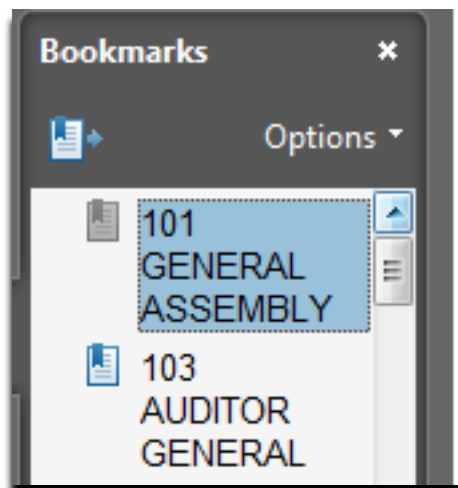INSTRUCTIONS FOR VIEWING, PRINTING, AND DOWNLOADING

3. (optional) Navigate through pages using Adobe Acrobat page navigation

4. (Optional) Search for specific words, phrases, or numbers using Adobe Acrobate "Find"

5. (optional) Some reports have bookmarks; click on the bookmark to access the corresponding information
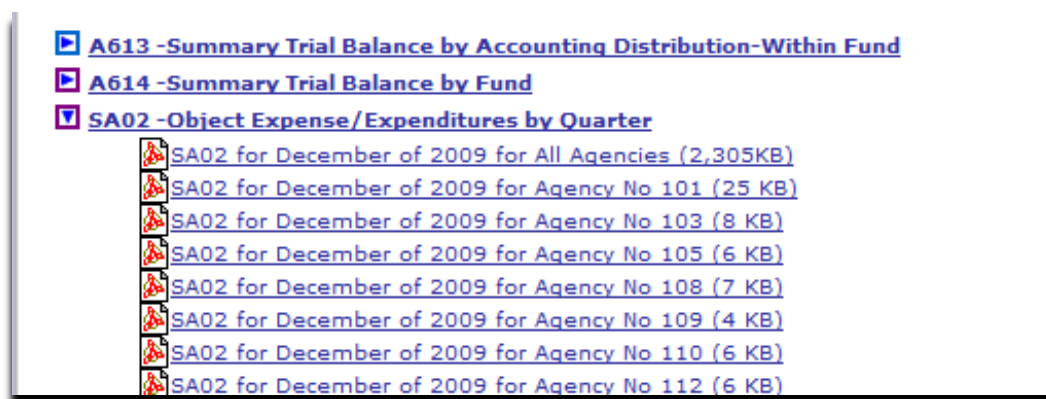
INSTRUCTIONS FOR VIEWING, PRINTING, AND DOWNLOADING

PRINT A REPORT

Reports can still be printed on paper via Adobe Acrobat. Remember that some of the reports are voluminous; check the number of pages before sending a print job to the printer.

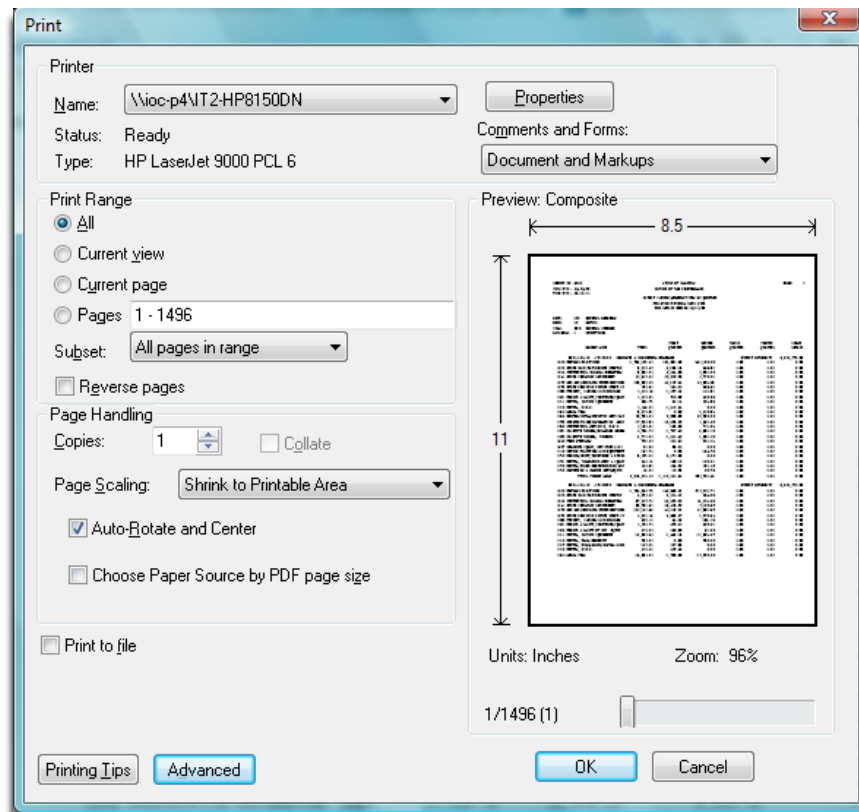1. Click on the hyperlink for the report to be printed.

2. Click on the printer icon on the Adobe Acrobat toolbar

INSTRUCTIONS FOR VIEWING, PRINTING, AND DOWNLOADING

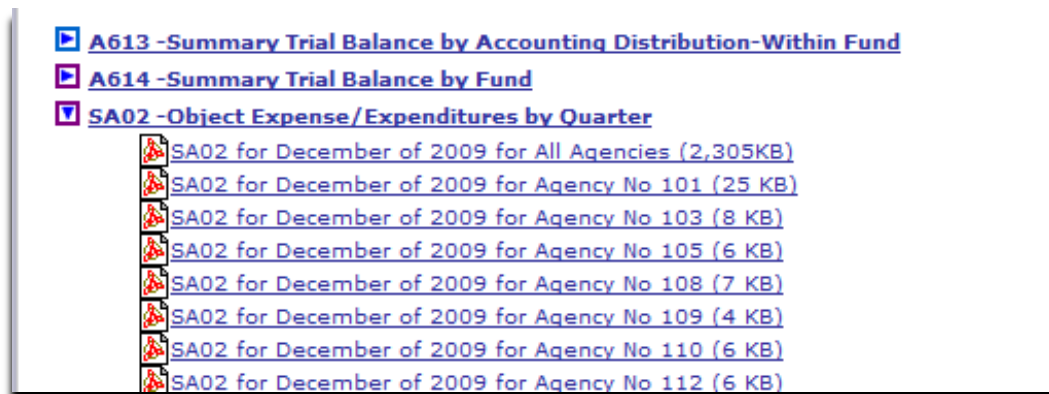3. Select the appropriate printer and set the rest of the printing options, then click on OK
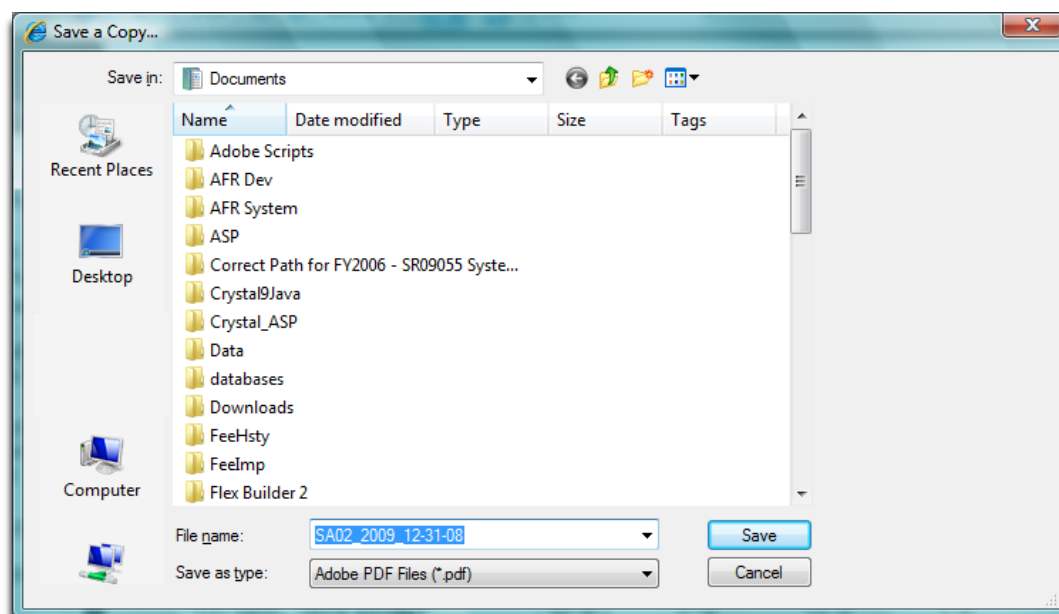
INSTRUCTIONS FOR VIEWING, PRINTING, AND DOWNLOADING

DOWNLOAD A COPY OF A REPORT

1. Right-click on the hyperlink for the report to be downloaded, then select "Save Target As…"

2. Select the appropriate location on your network, then click on Save

   NOTE: (optional) you may change the file name.

INSTRUCTIONS FOR VIEWING, PRINTING, AND DOWNLOADING

3. The user can choose to Open the file or close the "Download Complete" dialog box, when prompted